



Thrift Savings Plan Forms for the Uniformed Services January 2002

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Form		Purpose	Bulletin Number	Source		Completed by	Submitted to	Original Retained by
Number	Name			For Service	For Participant			
TSP-U-1 Issued 10/01	<u>TSP Election Form</u>	Start, stop, or change contribution percentages for TSP contributions	01-U-8	UNICOR via TSP Coordinator	Service TSP Rep	Participant	Service TSP Rep	Official Personnel Folder (OPF) (permanent record)
TSP-U-2 Issued 10/01	<u>Certification of Transfer of Funds and Journal Voucher</u>	Certify amounts submitted to the TSP record keeper for input to the TSP system	01-U-5	Local Reproduction	N/A	Payroll Office	Record keeper	Record keeper
TSP-U-2-E Issued 10/01	<u>Request to Calculate Lost Earnings: Certification of Transfer of Funds and Journal Voucher</u>	Transmit lost earnings records to the TSP record keeper	01-U-5	Local Reproduction	N/A	Payroll Office	Record keeper	Record keeper
TSP-U-2-EG Issued 10/01	<u>Request to Calculate Lost Earnings at G Fund Rates of Return: Certification of Transfer of Funds and Journal Voucher</u>	Transmit lost earnings records to the TSP record keeper	01-U-5	Local Reproduction	N/A	Payroll Office	Record keeper	Record keeper
TSP-U-2-L Issued 1/02	Certification of Transfer of Funds and Journal Voucher for Loan Payments	Certify the loan payment amounts submitted to the TSP record keeper for input to the TSP system		Local Reproduction	N/A	Payroll Office	Record keeper	Record keeper

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TSP-U-2-R Issued 10/01	<u>Certification of Recharacterization of Records and Journal Voucher</u>	Request recharacterization of employee contributions previously submitted (tax-exempt/tax-deferred)	01-U-5	Local Reproduction	N/A	Payroll Office	Record keeper	Record keeper
TSP-U-3 Issued 10/01	<u>Designation of Beneficiary</u>	Name persons to receive TSP account balance in the event of participant's death	01-U-9	UNICOR via TSP Coordinator	Service TSP Rep (while employed); Record keeper (if separated)	Participant	Record keeper	Record keeper
TSP-U-8 Issued Semiannually	Participant Statement	Semiannual statement of participant's account activity		N/A	Record keeper	Record keeper	Participant	Participant
TSP-U-9 Issued 1/02	<u>Change of Address for Separated Participants</u>	For participants no longer employed by the Federal Government to change address for TSP records		UNICOR via TSP Coordinator	Service TSP Rep (when leaving service); Record keeper (if separated)	Participant (after separation)	Participant	Participant
TSP-U-11-A Issued 1/02	Annuity Request	Choose annuity option	No bulletin issued	N/A	Record keeper	Participant (after TSP-U-70 submitted)	Record keeper	Annuity Vendor
TSP-U-11-B Issued 1/02	Beneficiary Designation for a TSP Annuity	Name persons to receive the annuity in the event of participant's death (required for cash refund or 10-year certain feature)	No bulletin issued	N/A	Record keeper	Participant (after TSP-U-70 submitted)	Record keeper	Annuity Vendor

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TSP-U-11-C Issued 1/02	Spouse Information and Waiver	Provide spouse's waiver of survivor annuity (in order to satisfy spouse's rights requirements)	No bulletin issued	N/A	Record keeper	Participant (after TSP-U-70 submitted)	Record keeper	Record keeper
TSP-U-13-S Issued 1/02	Spouse's Election to Transfer to IRA or Other Eligible Retirement Plan	Transfer a portion of a death or court-ordered payment to an IRA, OR to an eligible retirement plan	No bulletin issued	N/A	N/A	Spouse of deceased participant; spouse or former spouses who will receive court-ordered payments from a TSP account	Record keeper	Record keeper
TSP-U-15 Issued 1/02	<u>Change in Name</u>	For participants no longer employed by the Federal Government to change name for TSP records	No bulletin issued	N/A	Record keeper	Participant (after separation)	Record keeper	Record keeper
TSP-U-16 Issued 1/02	Exception to Spousal Requirements	Request waiver of spouse notice or signature requirements for loans and withdrawals		UNICOR via TSP Coordinator	Service TSP Rep (while employed); Record keeper (if separated)	Participant	Record keeper	Record keeper
TSP-U-17 Issued 1/02	<u>Information Relating to Deceased Participant</u>	Obtain information about beneficiaries for distribution of TSP account balance after participant's death		UNICOR via TSP Coordinator	Service TSP Rep (if participant died in service); Record keeper (if participant was separated)	Participant's beneficiaries or third party acting on behalf of beneficiaries	Record keeper	Record keeper

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Number	Name			For Service	For Participant			
TSP-U-19 Issued 1/02	Transfer of Information Between Services	Transfer TSP information between services or payroll offices		Local Reproduction	N/A	Gaining Service TSP Rep	Gaining service Payroll Office (if required by service)	Gaining service Personnel or Payroll Office (if required by service)
TSP-U-20 Issued 1/02	<u>Loan Application</u>	Apply for a loan from TSP account		UNICOR via TSP Coordinator	Service TSP Rep	Participant	Record keeper	Record keeper
TSP-U-21 Issued 10/01	Loan Agreement/ Promissory Note	Agree to loan terms and promise to repay	No bulletin issued	N/A	Record keeper	Participant	Record keeper	Record keeper
TSP-U-21-R Issued 10/01	Residential Loan Documentation	Document expenses for purchase of primary residence; accompanies TSP-U-21	No bulletin issued	N/A	Record keeper	Participant	Record keeper	Record keeper
TSP-U-21-Rider Reamortization Issued 10/01	Rider to Loan Agreement/Promissory Note	Reamortize loan terms and promise to pay	No bulletin issued	N/A	Record keeper	Participant	Record keeper	Record keeper
TSP-U-22 Issued 10/01	Loan Payment Allotment Form	Certify information about participant and loan payment allotments	No bulletin issued	N/A	Record keeper	Participant	Record keeper	Payroll Office
TSP-U-22-R Issued 10/01	Loan Payment Allotment Form – Reamortization	Certify information about participant and reamortize loan payment allotments	No bulletin issued	N/A	Record keeper	Participant	Record keeper	Payroll Office

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TSP-U-23 Issued 10/01	Loan Payment Schedule	Inform participant of loan payment schedule	No bulletin issued	N/A	Record keeper	Record keeper	Participant	Participant
TSP-U-23-R Issued 10/01	Loan Payment Schedule – Reamortization	Inform participant of reamortized loan payment schedule	No bulletin issued	N/A	Record keeper	Record keeper	Participant	Participant
TSP-U-24 Issued Quarterly	Loan Statement	Quarterly statement of loan activity	No bulletin issued	N/A	Record keeper	Record keeper	Participant	Participant
TSP-U-31-A Issued 1/02	Confirmation of Interfund Transfer	Notify participant of result of interfund transfer request made by TSP ThriftLine	No bulletin issued	N/A	Record keeper	Record keeper	Participant	Participant
TSP-U-31-B Issued 1/02	Confirmation of Interfund Transfer	Notify participant of result of interfund transfer request made by Form TSP-U-50	No bulletin issued	N/A	Record keeper	Record keeper	Participant	Participant
TSP-U-31-C 1/02	Confirmation of Interfund Transfer	Notify participant of result of interfund transfer request made on the TSP Web site	No bulletin issued	N/A	Record keeper	Record keeper	Participant	Participant
TSP-U-33 1/02	Confirmation of Request for Inter- fund Transfer Through the ThriftLine	Notify participant of interfund transfer requested on the ThriftLine	No bulletin issued	N/A	Record keeper	Record keeper	Participant	Participant

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TSP-U-33-C 1/02	Confirmation of Request for Inter- fund Transfer Through the Web Site	Notify participant of interfund transfer requested on the TSP Web site	No bulletin issued	N/A	Record keeper	Record keeper	Participant	Participant
TSP-U-34 1/02	Confirmation of Cancellation of In- terfund Transfer Through the ThriftLine	Notify participant that interfund trans- fer request made on the ThriftLine has been cancelled	No bulletin issued	N/A	Record keeper	Record keeper	Participant	Participant
TSP-U-34-C 1/02	Confirmation of Cancellation of In- terfund Transfer Through the TSP Web Site	Notify participant that interfund trans- fer request made on the Web site has been cancelled	No bulletin issued	N/A	Record keeper	Record keeper	Participant	Participant
TSP-U-40 Issued 1/02	Publications Order Form	Order materials from UNICOR warehouse	No bulletin issued	Federal Retire- ment Thrift In- vestment Board	N/A	Service TSP Coordinator	UNICOR warehouse	UNICOR warehouse
TSP-U-41 Issued 1/02	Notification to TSP of Nonpay Status	Notify record keeper of participant's status if participant in nonpay status has a TSP loan		Local Reproduction	N/A	TSP Service Rep or Payroll Office	Record keeper	Record keeper
TSP-U-50 Issued 10/01	Investment Allocation	Request or change a contribution alloca- tion or change the distribution of ac- count balance among the five funds		UNICOR via TSP Coordinator	TSP Service Rep while employed); Record keeper (after separation)	Participant	Record keeper	Record keeper

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				<i>For Service</i>	<i>For Participant</i>			
TSP-U-51 Issued 1/02	Confirmation of Contribution Allocation	Notify participant of result of contribu- tion allocation	01-U-10	N/A	Record keeper	Record keeper	Participant	Participant
TSP-U-52 Issued 1/02	Confirmation of Cancellation of Contribution Allocation	Notify participant that contribution al- location request has been cancelled	No bulletin issued	N/A	Record keeper	Record keeper	Participant	Participant
TSP-U-60 Issued 1/02	Request for a Transfer Into the TSP	Request the TSP to accept a transfer/ rollover of an eli- gible rollover distri- bution into the TSP	No bulletin issued	UNICOR via TSP Coordinator	Service TSP Rep (while em- ployed); Record keeper (after separation)	Participant and administrator or custodian of qualified retire- ment plan	Record keeper	Record keeper
TSP-65 Issued 1/02	<u>Request to Com- bine Uniformed Services and Civil- ian TSP Accounts</u>	Request to combine TSP accounts after leaving Federal ci- vilian employment or the uniformed services	No bulletin issued	N/A	Service TSP Rep (when separat- ing); Record keeper (if separated)	Participant	Record keeper	Record keeper
TSP-U-70/ TSP-U-70-T Issued 1/02	<u>Withdrawal Request (with attached TSP-U- 70-T, Transfer Information)</u>	Request withdrawal option for TSP account (includes option to transfer all or part of payment(s) to IRA or other eli- gible retirement plan)		UNICOR via TSP Coordinator	Service TSP Rep (when separat- ing); Record keeper (if separated)	Participant	Record keeper	Record keeper

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TSP-U-71 Issued 1/02	Alternatives to Automatic Cashout (with attached TSP-U-70-T, Transfer Information)	Request accelerated cashout; transfer all or part of cashout to IRA or other eligible retirement plan; or keep account in the TSP	No bulletin issued	N/A	Record keeper	Participant	Record keeper	Record keeper
TSP-U-72 Issued 1/02	<u>Request for TSP Materials for Separated Participants</u>	Request TSP withdrawal materials	No bulletin issued	N/A	Record keeper	Participant	Record keeper	Record keeper
TSP-U-74 Issued 1/02	Request for Direct Deposit	Request direct deposit of monthly payments via electronic funds transfer	No bulletin issued	N/A	Record keeper	Participant (who is receiving monthly payments from his or her account)	Record keeper	Record keeper
TSP-U-75/ TSP-U-75-T Issued 1/02	<u>Age-Based In-Service Withdrawal Request (with attached TSP-U-75-T, Transfer of Age-Based In-Service Withdrawal)</u>	Request an in-service withdrawal for participants age 59½ or older (includes option to transfer all or part of an age-based in-service withdrawal payment to an IRA or other eligible retirement plan)	No bulletin issued	N/A	Record keeper	Participant	Record keeper	Record keeper
TSP-U-76 Issued 1/02	<u>Financial Hardship In-Service Withdrawal Request</u>	Request a financial hardship in-service withdrawal	No bulletin issued	N/A	Record keeper	Participant	Record keeper	Record keeper

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